

Date: 9 - November - 2025

Reference: JO01 - RFP – PR158801 – Health Insurance Service for MCJ and MCS Staff- Shared

Tender Notice

Mercy Corps is a non-religious, non-profit, and non-governmental international humanitarian organization.

Mercy Corps is seeking to contract with a local (Jordanian) company for the provision of Health Insurance Service for MCJ and MCS Staff **(without parents)**.

If you are interested in submitting a bid, you will need to complete an Intent to Bid Form (ITB) and Supplier Information Form (SIF) and submit it along with Business registration according to the guidelines below:

1. Based on the supplier's expression of interest through email to the Tenders Team, supplier will receive the below documents attached in an email:
 - **ITB** – Intent to Bid (Attachment 1)
 - **SIF** – Supplier Information Form (Attachment 2)
 - **Tender Description** (Attachment 3)
 - **Tender Notice** (This document)

NOTE: the above documents can be alternatively downloaded directly from <https://www.mercycorps.org/tenders>

2. Completed Intent to Bid, Supplier Information Forms and Business Registration must be submitted to Mercy Corps by email at jo-itb@mercycorps.org with the Tender Reference number in the email subject line. Any documents sent to any other email address might be disregarded.
3. Deadline for submission is **13th of November 2025 at 2:00 pm (Amman Time)**.

Important Notes:

- The potential bidder **will not** receive the tender package if any of the documents (ITBs or SIFs) were missing.
- Tender announcement is aimed only to receive your express of interest in participating in this tender. Please note that you are **NOT REQUIRED** to submit your offer at this stage. If any offers (whether technical or financial) were submitted along with the ITB documents, the bidder/company will be directly **disqualified** and will not receive the package and the rest of the documents for this tender.
- Mercy Corps reserves the right to accept or reject any late submissions.

Tender Notice – [JO01 - RFP - PR158801 - Health Insurance Service for MCJ and MCS Staff - Shared]

Within one week after the closing date of this Tender Notice, the Request for Proposal and the other tender documents will be sent **only** to the suppliers who submitted Intent to Bid and Supplier Information Forms. The Request for Proposal will be sent according to the preference you have mentioned in the Intent to Bid Form.